

## Guidance for Meeting on RSVP Cost & Schedule

9 December 2004

JK,11/29/04, v1.2

### Overview of Process (15' total)\*

- Process by which estimates are constructed:
  - Description of formal process from conception to entry into ACCESS, MS Project. Non-inclusive list of items:
    - How estimates are arrived at, and by who (costs, schedules, resources). Are Level 3 Managers responsible for information provided? If not, how is this handled? Is it clear who has responsibility for the estimates, and for the project realization they describe?
    - Guidance to project from Project Manager (PM)
    - Meeting, discussions between PM and those developing information
    - Checking of estimate by PM prior to entry
    - Mechanics of entry
    - Iterations performed, and how
    - Facility of sub-project mgrs with project tools

### Cost, Schedule Status (60' total)

- Status of each L3 system: (30')
  - Cost estimates
    - Show each system to see depth, detail of estimates
    - How is base cost estimated
    - How is contingency estimated – was contingency guidance followed?
    - Any risk analysis completed, plans
    - Plans to begin assembling cost books
  - Schedule
    - Status of resource loading
    - Initial labor profiles, by category
    - Logic within sub-system, including links
    - Overall logic for experiment, including links
    - Milestones – classes, etc.
  - Overall level of PM confidence in cost, schedule, technical estimate
    - How would you characterize overall status of this sub-system?
    - What outstanding work remains, and what kind (technical, cost estimating, scheduling, resources, etc.)?
    - Anticipated status of this sub-system for January 18 review
    - Timelines for remaining work for May submission
    - Personnel levels inhibiting convergence for any systems? Can they be addressed?
- Level 3 Roll-Up Summary: (15')
  - Cost, contingency, risk, possible funding sources, etc.
  - Cost comparison with previous estimates, cost history & evolution
- Project Roll-Up Summary: (15')
  - Total Project Cost (TPC) = total project cost, including all sources of anticipated funding
  - In Kind contributions
  - Total Estimated Cost (TEC) = TPC – In Kind = burden to NSF
  - Current understanding of choreography of end game, current estimate of major schedule milestones, including “ready for physics data-taking”

Project Baseline (15' total)

- General questions about working toward arriving at a baseline:
  - How much engineering does PM feel is required to establish something they feel can be baselined (rough estimate). What has to be covered technically? What kind of resources needed to accomplish? How much time? Can be included in discussion of Level 3 systems.
  - Issues of particular concern to you in realizing full project plan for each sub-system, and project as a whole.
- Please have material posted prior to the meeting.
- \* Times are suggested durations for discussion.